

MEETING DATE 09/19/05

AGENDA ITEM Consideration of Amendments to City Council Policy on City Vehicle Usage and Mileage Reimbursement

ATTACHMENTS

	<u>Pages</u>
1 Current "Vehicle Usage and Mileage Reimbursement" Policy	1 - 4
2 Proposed Resolution Number 2005-R____ <i>Exhibit A</i> Proposed "Vehicle Usage and Mileage Reimbursement" Policy	5 - 10

ATTACHMENT 1

CITY OF CULVER CITY COUNCIL POLICY STATEMENT

Policy Number **4601**

General Subject Personnel

Date Issued 12/9/91

Specific Subject City Vehicle Usage and
Mileage Reimbursement

Effective Date Rev 4/13/98

Resolution No **98-R023**

PURPOSE

To establish consistent policy and practice, establish criteria for the assignment and the authorized uses of City vehicles, and provide for mileage reimbursement for business use of personal vehicles

STATEMENT OF POLICY

I **Assigned vehicles** City-owned vehicles may be assigned to specified employees or positions to carry out the required duties of the respective job classifications. Such assignment is completely at the City's discretion and shall not be construed as a benefit to the person or position except as provided below. Assigned vehicles shall be used for on-duty transportation during normal work hours, except as provided herein, and shall be parked in City parking facilities when not in use.

Vehicles may be assigned based upon one or more of the following criteria:

A The employee's normal duties involve extensive field observation, inspections, deliveries, attendance at meetings or training programs outside of the City, or other local business travel needs which cannot be accommodated by the use of a common vehicle (pool car) used by other employees.

B The employee is assigned to unusual working hours or conditions which require local transportation or travel within the metropolitan area during emergencies, or on an unplanned or unscheduled basis, which cannot be accommodated by use of pool cars.

C The employee is a designated driver in a City-sponsored car pool arrangement in support of vehicle trip reduction efforts.

D The assignment of a car is a negotiated or Council designated benefit for the position or employee.

For all other employees not assigned City vehicles under the above criteria, City pool vehicles will be designated for use by various employees assigned to a particular work location (City Hall, City Yard, Human Services Department, Community Development Department, and such other pool car locations as designated by the CAO) Records shall be maintained to document the drivers, time, date, duration and purpose of pool vehicle use The CAO will periodically review the pool car designations and usage reports and determine whether to increase or reduce the complement of vehicles Any increase in the City fleet will be reported to and approved by the City Council When pool vehicles are not available, an employee may be required to use his/her personal vehicle to accomplish work duties Reimbursement shall be provided as described below

Employees assigned cars under the above criteria are not allowed commuting use of the vehicle unless specifically provided by City Council direction and authorization When commuting use is authorized, such use shall be limited to necessary driving between work and home in the furtherance of work-related duties, including de minimus personal use by the employee Use of the City vehicle by any member of his/her family is prohibited No City vehicle may be used during any outside employment or for any off-duty purpose

Commuting, even if authorized, is a personal use by definition Employees with assigned vehicles authorized for commuting shall bear the responsibility for documentation of all business use and personal use and shall bear the consequences of any income tax on the personal use proportion of the value of the vehicle pursuant to IRS Regulations Section 1.61-2T(f)(3), as amended The City shall estimate and withhold such taxes from the employees' regular compensation

When an employee with an assigned vehicle is on extended leave of absence (vacation, sick leave, injury leave or leave without pay), the assigned vehicle may be reassigned for use by other designated employees at the discretion of the affected department head

For Police and Fire supervisory personnel, off duty use of a City vehicle is permitted when such personnel may be called back to work for emergency or special circumstances

As of the date of this policy, the following positions are authorized commuting use of City vehicles

Chief Administrative Officer	Community Development Director
Public Works Director/City Engineer	Human Services Director
City Attorney	Transportation Director
Police Chief	Fire Chief
Police Captain (inc Asst Chief)	Assistant Fire Chief
Fire Marshal	Police Motor Officers
Fire Inspectors (Arson Investigation)	Police Officers on Special Assignment or Detectives

II **Automobile Allowances** The positions listed below may elect to receive a monthly automobile allowance of \$375 in lieu of an assigned automobile

Community Development Director	
Public Works Director/City Engineer	Human Services Director
City Attorney	Transportation Director
Fire Chief	

The Information Technology Director will receive an allowance of \$375 per month, and does not have the option of an assigned vehicle

In addition to the positions listed above, the Chief Administrative Officer and Police Chief may elect to receive a monthly allowance in lieu of an assigned vehicle in the amount of \$600 per month, or in an amount separately approved by the City Council

The employees listed above shall be considered fully compensated for the business use of their personal vehicles and shall not be eligible for use of a City vehicle, nor shall they claim mileage travel expenses for conferences or training if driving to the event unless the total mileage reimbursement would exceed the monthly allowance Detailed mileage records for the applicable month may be submitted to justify additional reimbursements

III Automobile Expense Reimbursement Employees required periodically to use their personal cars for City business or travel shall be eligible for mileage reimbursement. Such employees may also use City pool vehicles, when available, in lieu of their personal vehicles. Reimbursement will be made for actual mileage driven on authorized City business on a per mile basis. The approved reimbursement rate shall be the mileage rate established annually under Internal Revenue Service regulations or the Internal Revenue Code for Federal income tax purposes (e.g., \$ 325 per mile for calendar 1998).

PROCEDURES

Employees may be authorized assigned vehicles or allowance, or pool car use, or may be limited to mileage reimbursement, by determination of the Chief Administrative Officer and the City Council.

Those employees designated by the City Council to continue with an assigned vehicle as of the effective date of this policy shall retain use of the currently assigned vehicle, subject to later disposition at Council discretion. Those employees offered an option shall elect whether to continue use of the vehicle or accept the allowance or reimbursement applicable to the position. Those who elect to move into the allowance or reimbursement programs shall surrender their City vehicles and will, thereafter, be eligible for the applicable compensation indicated above.

Pool vehicle use documentation, and claim forms for mileage reimbursement, shall be designed and provided by the City Treasurer, who shall also establish a schedule and procedure for filing and paying such claims.

ATTACHMENT 2

RESOLUTION NO 2005-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CULVER CITY, CALIFORNIA, APPROVING AND
ADOPTING AMENDMENTS TO CITY COUNCIL POLICY
STATEMENT NO 4601, ENTITLED "CITY VEHICLE
USAGE AND MILEAGE REIMBURSEMENT" AND
RESCIND RESOLUTION 98-R023

WHEREAS, the City of Culver City requires business related travel of its
employees and

WHEREAS, it is necessary to establish policy and practice for the assignment
and use of City vehicles and provide mileage reimbursement for business use of personal
vehicles and

WHEREAS there is a need to adopt amendments to Council Policy
Statement No 4601 entitled City Vehicle Usage and Mileage Reimbursement "

NOW THEREFORE, the City Council of the City of Culver City, California,
DOES RESOLVE as follows

1 The City Council hereby approves and adopts amendments to City
Council Policy Statement No 4601, entitled, "City Vehicle Usage and Mileage
Reimbursement ' which is attached hereto as Exhibit A" to this resolution

2 The City Council hereby rescinds Resolution 98-R023

3 Council Policy Statement No 4601 shall be effective upon its adoption

APPROVED and ADOPTED this ____ day of _____ 2005

ALBERT VERA, MAYOR
City of Culver City, California

ATTEST

APPROVED AS TO FORM

CHRISTOPHER ARMENTA City Clerk
A05 00538

CAROL A SCHWAB, City Attorney

EXHIBIT A

CITY OF CULVER CITY COUNCIL POLICY STATEMENT

Policy Number **4601**

General Subject Personnel

Date Issued 12/9/91

Specific Subject City Vehicle Usage and
Mileage Reimbursement

Effective Date Rev / /05

Resolution No **2005-R**

PURPOSE

To establish consistent policy and practice, establish criteria for the assignment and the authorized uses of City vehicles, and provide for mileage reimbursement for business use of personal vehicles

STATEMENT OF POLICY

I Assigned City Vehicles

City-owned vehicles may be assigned to specified employees or positions to carry out the required duties of the respective job classifications. Such assignment is completely at the City's discretion and shall not be construed as a benefit to the person or position except as provided below. Assigned vehicles shall be used for on-duty transportation during normal work hours, except as provided herein, and shall be parked in City parking facilities when not in use.

Vehicles may be assigned based upon one or more of the following criteria:

- A The employee's normal duties involve extensive field observation, inspections, deliveries, attendance at meetings or training programs outside of the City, or other local business travel needs which cannot be accommodated by the use of a common vehicle (pool car) used by other employees.
- B The employee is assigned to unusual working hours or conditions which require local transportation or travel within the metropolitan area during emergencies, or on an unplanned or unscheduled basis, which cannot be accommodated by use of pool cars.
- C The assignment of a car is a negotiated or Council-designated benefit for the position or employee.

Employees assigned cars under the above criteria are not allowed commuting use of the vehicle unless specifically provided by City Council authorization. When commuting use is authorized, such use shall be limited to necessary

driving between work and home in the furtherance of work-related duties, including minimal personal use by the employee (e g personal errands that are on the way to or from work)

Commuting, even if authorized, is a personal use by definition Employees with assigned vehicles authorized for commuting shall bear the responsibility for documentation of all business use and personal use and shall bear the consequences of any income tax on the personal use proportion of the value of the vehicle The City shall estimate and withhold such taxes from the employees' regular compensation

Use of the City vehicle by any member of his/her family is prohibited No City vehicle may be used during any outside employment or for any off-duty purpose

When an employee with an assigned vehicle is on extended leave of absence (vacation, sick leave, injury leave or leave without pay), the assigned vehicle may be reassigned for use by other designated employees at the discretion of the appropriate Department Head

Those employees designated by the City Council to continue with an assigned vehicle as of the effective date of this policy shall retain use of the currently assigned vehicle, subject to later revocation at Council discretion Those employees offered an option shall elect whether to continue use of the vehicle or accept the allowance or reimbursement applicable to the position Those who elect to move into the allowance or reimbursement programs shall surrender their City vehicles and will, thereafter, be eligible for the applicable compensation indicated in Section 5, Automobile Expense Reimbursement for Periodic Travel (Personal Vehicles)

The Transportation Director shall designate a responsible party to maintain centralized records of assigned vehicles to document the department, driver, assigned vehicle, annual mileage, and vehicle maintenance These records will be transmitted to the Transportation Director at the beginning of each fiscal year or upon each change in assigned City vehicle

Commuting Use of City Vehicles

As of the date of this policy, the following positions are authorized for commuting use of City vehicles

Police Chief
Police Captains (inc Asst Chief)
Police Motor Officers
Detectives or Police Officers on
Special Assignment

Fire Chief
Assistant Fire Chief
Fire Marshal
EMS Coordinator
Fire Training Officer
Fire Inspectors (Arson
Investigation)

For Police and Fire personnel, off duty use of a City vehicle is permitted on a temporary basis when such personnel may be called back to work during an emergency. Gasoline purchased for commuting during an emergency will be reimbursed upon approval by the Department Head at the IRS rate for fuel currently in effect.

Assigning Department Heads will maintain a record of employees and City vehicles used for commuting, documenting the department, driver, vehicle, annual mileage, and vehicle maintenance. These records will be transmitted to the Transportation Director at the beginning of each fiscal year and/or upon each change in assigned City vehicle.

II Use of City Pool Cars

For employees not assigned City vehicles as described in Section 1, "Assigned City Vehicles," City pool vehicles will be designated for use by various employees assigned to a particular work location (City Hall, City Yard, Parks, Recreation and Community Services Department, Community Development Department, and such other pool car locations as designated by the CAO). City employees traveling locally on City business should make efforts to use pool cars, when available, in lieu of their personal vehicles.

Employees participating in carpools as part of the City's vehicle trip reduction efforts shall have access to pool cars on an emergency basis.

The Transportation Director will designate a responsible party at each pool car location to maintain records to document the drivers, time, date, duration and purpose of pool vehicle use. The CAO will periodically review the pool car designations and usage reports and determine whether to increase or reduce the complement of vehicles. Any purchase of vehicles to increase the City fleet will be reported to and approved by the City Council. When pool vehicles are not available, an employee may be required to use his/her personal vehicle to accomplish work duties. Reimbursement shall be provided as described in Section IV of this policy, "Automobile Allowances for Personal Vehicles."

The Transportation Director will designate a responsible party at each pool car location to design and maintain records to document the drivers, time, date, duration and purpose of pool vehicle use.

Claim forms for mileage reimbursement, shall be designed and provided by the City Treasurer, who shall also establish a schedule and procedure for filing and paying such claims.

III Automobile Allowances for Personal Vehicles

The positions listed below will receive a lump sum per month, as authorized by approved employment contract or City Council, in lieu of an assigned automobile

CAO	City Attorney
Assistant CAO	Information Technology Director
Community Development Director	Public Works Director/City Engineer
Transportation Director	Parks, Recreation, and Community Services Director

In addition to the positions listed above, the Police Chief and Fire Chief have the option of either using a City vehicle for commuting purposes or receiving an automobile allowance for use of their personal vehicle

Employees receiving an automobile allowance shall be considered fully compensated for the business use of their personal vehicles. Such employees shall not be eligible for use of a City pool car, use of City fueling stations, or claim mileage travel expenses for conferences or training unless the total mileage reimbursement would exceed the monthly allowance. Detailed mileage records for the applicable month may be submitted to the Personnel Department to justify additional reimbursements.

IV Automobile Expense Reimbursement for Periodic Travel (Personal Vehicles)

City employees traveling locally on City business should make efforts to use pool cars, when available, in lieu of their personal vehicles. However, employees may be required periodically to use their personal vehicles for City business and shall be eligible for mileage reimbursement. Reimbursement will be made for actual mileage driven using personal vehicles on authorized City business on a per mile basis. The approved reimbursement rate shall be the mileage rate established annually under Internal Revenue Service regulations or the Internal Revenue Code for Federal income tax purposes.